

Inserting a Graphic Signature into a Word Document

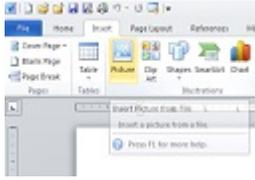
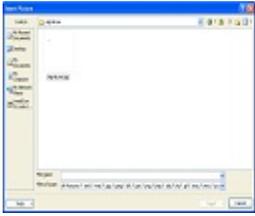
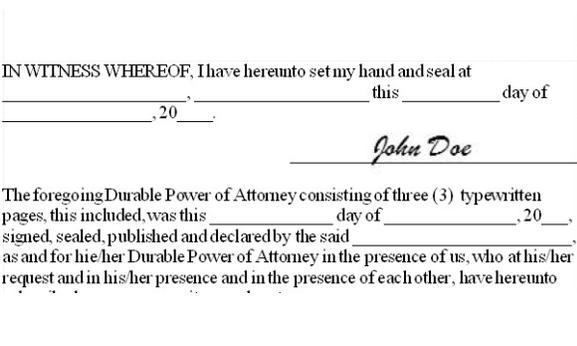
Introduction

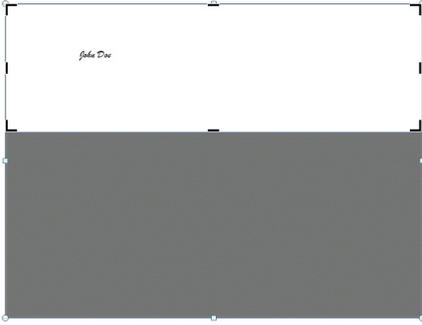
For most ECF filings, the s/signature is acceptable. However, there are times when a graphic signature is needed (see [Judges Filing Preferences](#)).

For instructions on creating a graphic signature, see [Creating a Graphic Signature](#).

Steps to Insert Signature

To insert the signature file previously created, follow these steps.

STEP	RESULT
From the Insert ribbon, choose Picture .	
Find the saved signature file, select it and click Insert .	
The signature is now inserted in the document.	 <p>IN WITNESS WHEREOF, I have hereunto set my hand and seal at _____ this _____ day of _____, 20__.</p> <p><i>John Doe</i></p> <p>The foregoing Durable Power of Attorney consisting of three (3) typewritten pages, this included, was this _____ day of _____, 20__, signed, sealed, published and declared by the said _____ as and for his/her Durable Power of Attorney in the presence of us, who at his/her request and in his/her presence and in the presence of each other, have hereunto</p>

STEP	RESULT
<p>If necessary, crop the graphic. Select it, choose the Picture Tools > Format ribbon and click Crop. The border will change. When you drag the border, it will not resize the graphic, but will crop it.</p>	
<p>There are two other important aspects of graphics files which can impact the appearance and usability: Wrap Text and Size and Position. Right-click on the graphic to access these menu items or select them from the ribbon.</p> <p>Make adjustments as needed.</p>	